

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- |    |   |                       |                |
|----|---|-----------------------|----------------|
| I. | <u>Position Title:</u> Fleet Inventory Specialist | <u>Revision Date:</u> | 01/07          |
|    |   | <u>EEO Code:</u>      | Admin. Support |
|    |   | <u>Status:</u>        | Non-Exempt     |
|    |   | <u>Control No.</u>    | 30530          |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fleet Manager, orders, receives, stores, and issues equipment, supplies, gasoline, and tools; compiles stock records and reports on parts, labor, supplies, and equipment used in City vehicle repair and maintenance.

III. Essential Duties

- Utilizes inventory control models and formulas programmed in an automated inventory management system.
- Prepares material requisitions and purchase orders within City guidelines.
- Contacts vendors to locate and order parts and to determine lowest cost parts sources.
- Receives and ships supplies, materials, and equipment.
- Counts, sorts, weighs, measures and examines incoming articles to verify receipt of items and conformance to specifications.
- Stores articles in bins, on floor, and on shelves according to identifying information, such as style, size, and type of materials.
- Issues supplies and equipment from stock to mechanics and other personnel.
- Answers and directs incoming phone calls.
- Prepares periodic, special and perpetual inventories of stock.
- Balances yearly/monthly inventory reconciliation.
- Marks identifying codes, figures or letters on articles.
- Tallies daily and periodic dollar value of parts and labor used for maintenance and repair of each city vehicle.
- Identifies fast-moving, slow-moving and obsolete parts and recommends corrective inventory control actions.
- Ensures operation of gas card system by providing customer service and assigning and terminating user accounts.
- Maintains manual filing system of all purchases and inputs all purchases into computer system for inventory control and audits.
- Utilizes telephone and two-way radio to coordinate pickups/deliveries and to provide assistance to employees and the public.
- Ensures proper delivery and disposal of non-hazardous and hazardous waste according to EPA requirements.
- Coordinates licensing and inspections of fleet vehicles and keeps accurate records of vehicle maintenance.
- Operates a forklift to move inventory.
- Supervises and schedules the daily duties of City couriers.
- Issues and cuts new vehicle keys using a key cutter machine.
- Maintains and updates Material Safety Data Sheet (MSDS) book, library of parts catalogs, and equipment services manuals.

IV. Marginal Duties

- May sort and distribute office mail.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation.
- Orders and distributes City letterhead and envelopes to all City departments as needed.
- Schedules the daily duties of seasonal and Community Service Workers when applicable.
- Performs other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent; Two years of technical or vocational training in inventory control methods.

**Experience:** Two years parts and inventory experience, preferably in automotive parts. May substitute experience for education on a year-for-year basis.

**Certificates/Licenses:** Valid Utah Driver's License; Forklift Certification required within 6 weeks of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Automotive tools and parts; inventory control procedures and methods; automated fuel systems and data entry; OSHA and EPA regulations; filing methods; correct English usage, spelling, vocabulary, and arithmetic; office management; city frequency radio procedures.

**Responsibility for:** Great responsibility for the care, condition, and use of mechanical materials, equipment, money, tools, etc., and for making decisions that affect the activities of others.

**Communication Skills:** Communicate effectively both orally and in writing; contacts with other departments and outside vendors, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** Regular use of a computer, calculator, telephone, two-way radio, key cutter, barcode reader, and scanner; frequent use of a fuel card. Must be able to operate a forklift.

**Analytical Ability:** Follow written and verbal instructions; prioritize daily tasks, organize parts and supplies; ability to use inventory control models and formulas to make projections and reconciliations; ability to negotiate effectively with business vendors.

VI. Working Conditions:

Job entails exposure to cold, heat, dust, fumes, and noise; frequent lifting of objects weighing up to 50 pounds; intermittent sitting and standing; constant exposure to deadlines; pressure and fatigue during an average workday.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.